



Sign Approval Application

City of Charleston

General Information:

Address at sign location: _____

Business Name (at sign location): _____

Applicant or Sign Company: _____

Address of Applicant or Sign Company: _____

Daytime Phone: _____ E-Mail Address: _____

Submittal Requirements: All signage must meet requirements per Article 4 of the City of Charleston Zoning Ordinance.

The ordinance can be found at: <https://library.municode.com/sc/charleston/codes/zoning?nodeId=ART4SIRE>

For all Signs:

- Measure sign face area as the entire area within a rectangle enclosing the extreme limits of the sign face, including any frame or border. All dimensions are to be shown in feet.
- Color samples or color rendering depicting colors. For awnings, an actual fabric sample is required.

Façade Sign(s):

- Scaled building elevation(s) showing height and width in feet of façade and showing location and dimensions of sign. A photograph with the sign superimposed may be substituted.

Awning or Canopy Sign(s):

- Scaled awning drawing(s) showing height, width and length in feet of awning and height and width in feet of valance. Drawing(s) are to include the location and dimensions of the lettering and graphics. Letters and graphics are limited to the valance only and may not be greater in height than 2/3rd the height of the valance.

Window sign(s):

- Scaled window elevation(s) showing height and width in feet of window(s) and showing location and dimensions of the lettering and graphics. A photograph with the sign superimposed may be substituted.

Freestanding Sign(s):

- Documentation of all existing freestanding signs on the property.
- Scaled sign elevation(s) showing height and width of sign face in feet and total height of sign. All plastic sign faces must have an opaque background.

Right Angle or Blade Sign(s):

- Building elevation showing location and height in feet of bracket and sign. A photograph with the sign superimposed may be substituted.
- Scaled sign elevation(s) showing height in feet and width of sign.

Sign # _____ Type of Sign: _____ Lettering Type and Illumination: _____

Total Square Footage of Sign: _____ sq. ft. Total Height if Freestanding: _____

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Total Square Footage of Sign: _____ sq. ft. Total Height if Freestanding: _____

Fee: \$100.00

***This application will not be reviewed until the required fee has been submitted**

***This approval does not constitute a building permit or an encroachment agreement, which require separate approvals**

Applicant Signature: _____ **Date:** _____

FOR OFFICE USE ONLY: Date application received _____ Staff person _____ Fee \$ _____ Receipt # _____

BAR/DRB: _____ Date: _____ Approved Approved w/conditions Disapproved

Zoning: _____ Date: _____ Approved Approved w/conditions Disapproved

Conditions of Approval: _____



Sign Approval Application Attachment

Page # _____

City of Charleston

Address at sign location: _____

Business Name at Sign Location: _____

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